



Marryatville Primary School

Volunteer Policy Date – September 2016

Purpose

The purpose of this policy is to provide clear instruction for the taking on and requirements of volunteers at Marryatville Primary School.

Policy detail / actions

Philosophy

Voluntary workers make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

Volunteer Selection Procedures

Volunteers are assessed for their suitability to work at the school. This assessment will be made in relation to the skills and contributions being offered.

Volunteers, including working with Governing Council or on the OSHC Committee, will be required to:

- agree to a DCSI Child Related Employment Screening (as ascertained on the attached information.)
- attend a RAN-EC (Responding to abuse & neglect in an Education & Care setting) training
- attend an orientation meeting
- sign a volunteer agreement form before commencing work as a volunteer in the school.

Volunteers working in class with their child will be required to attend a RAN-EC for volunteers training.

The school's decision is final in determining who is eligible to work as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.

Sequence of Steps for Volunteers

1. Interested volunteer completes a Volunteer Application form
2. Determine if there is a role available
3. Interview
4. DCSI Child Related Employment Screening process (volunteer cannot commence their role until identity is verified and clearance is sighted)
5. Referee checks
6. Attend Responding to Abuse & Neglect Education & Care (RAN-EC) Induction Session for Volunteers (volunteer cannot commence their role until this training is completed and certificate sighted)
7. Volunteer Role Description – if role has been determined
8. Volunteer Site Induction
9. Volunteer Agreement signed
10. Volunteer commences role

The School's Responsibilities To Volunteers

- A school contact person will monitor and support the volunteer.
- Volunteers will be provided with induction that includes:
 - Work Health Safety procedures
 - Duty of Care responsibilities to students
 - Confidentiality requirements

- Training specific to the area of volunteer work
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising teachers or a leadership team member will be available to discuss volunteers' concerns as they arise.
- The school will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

Volunteers' Responsibilities

- The volunteer's most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.
- Volunteers are required to cooperate with DECD policies and procedures, including reporting any workplace Health and Safety concerns.
- For volunteers, respecting the rights of children means they must not:
 - work unsupervised with students
 - be involved in toileting students or assisting with change rooms/sickrooms
 - have unsupervised contact with students during break times
 - encourage affection from or dependency in students eg by giving presents
 - have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)
 - display bullying or intimidating behaviours towards students.

Volunteers must:

- Refer all student concerns or behaviour issues to the nominated school contact person.
- Sign the office visitor's book for volunteers on arrival and departure.
- Wear the provided name badge at all times.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

Cancellation of Agreement

When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer

- has no more suitable work available
- fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- behaves towards students, parents or staff in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the school.

Review

September 2017

CATEGORIES OF VOLUNTEERS and DCSI Child Related Employment Screening & RAN-EC Volunteer training required:

In relation to Marryatville Primary School

Parent/Guardian:

- If you are a Parent or Guardian of a child at MPS and you volunteer at your child's school, for an activity or service where your own child is involved.
You require: No screening required, unless otherwise required in the relevant school contract or agreement (such as on Governing Council which runs an OSHC service), however you must attend a RAN-EC Volunteer training.
- If you are a Parent or Guardian of a child at MPS and you volunteer at your child's school, for an activity or service where your own child is **NOT** involved.
You require: DCSI child related employment screening plus attend a RAN-EC Volunteer training.
- If you are a Parent or Guardian of a child at MPS and attend an excursion.
You require: No screening required. However you must attend a RAN-EC Volunteer training.
- If you are a Parent or Guardian of a child at MPS and you volunteer at an **overnight camp, school sleep over**, billeting or homestay.
You require: DCSI child related employment screening plus attend a RAN-EC Volunteer training.
- If you are a Parent or Guardian of a child at MPS and you attend your child's concert, sport's day, fundraiser or school celebration etc
You require: No screening required. No RAN-EC Volunteer training required
- If you are a Parent or Guardian of a child at MPS and are volunteering in connection with a school-based sporting program and do not have a child in the program.
You require: DCSI child related employment screening plus attend a RAN-EC Volunteer training.
- If you are a Parent or Guardian of a child at MPS and are volunteering in connection with a school-based sporting program and you do have a child in the program.
You require: No screening required. However you must attend a RAN-EC Volunteer training.
- If you are a Parent or Guardian of a child at MPS and transporting students in the company of their own child
You require: No screening required. However you must attend a RAN-EC Volunteer training.
- If you are a Parent or Guardian of a child at MPS and transporting students **NOT** in the company of their own child
You require: DCSI child related employment screening plus attend a RAN-EC Volunteer training.

Family Member (eg Aunt, Uncle, Grandparent)

- If you are a Family member of a student at MPS eg aunt, uncle, grandparent and volunteer at your child's school. (on a **regular** basis)
You require: DCSI child related employment screening plus attend a RAN-EC Volunteer training.
- If you are a Family member of a student at MPS eg aunt, uncle, grandparent and **attend a single event or activity** at the school. eg Sport's Day, School Concert, Fundraiser (Fete/Quiz Night) or school celebration
You require: No screening required. No RAN-EC Volunteer training required.
- If you are a Family Member of a child at MPS and attend an excursion.
You require: No screening required. However you must attend a RAN-EC Volunteer training.
- If you are a Family Member of a child at MPS and you volunteer at an **overnight camp, school sleep over**, billeting or homestay.
You require: DCSI child related employment screening plus attend a RAN-EC Volunteer training.

Community Member

- If you are a Community Member who volunteers (not as a parent or guardian) in any role at a MPS, (including Governing Council and a school-based sporting program)
You require: DCSI child related employment screening plus attend a RAN-EC Volunteer training.

Both certificates are to be shown to the Volunteer Coordinator (Business Manager) of the site and a copy is held by the site

There may be volunteers that provide services other than those identified in the above lists. All prospective volunteers **MUST** see the Volunteer Manager prior to beginning at the school.

PLEASE NOTE THAT THE DCSI CHILD RELATED EMPLOYMENT SCREENING IS THE ONLY ACCEPTED SCREENING

VOLUNTEER SELECTION PROCESS

People wishing to volunteer will, in the first instance, need to complete the "Volunteer Application Form". It may not always be possible for the school to provide volunteer opportunities that match the skills, knowledge and interests that potential volunteers offer. The Principal or delegate will determine whether suitable work is available for volunteers, based on the "Volunteer Application" form and the needs of the school.

Where opportunities for volunteering exist, volunteers will be required to complete:

- DCSI Child Related Employment Screening
- RAN-EC (Induction for Volunteers)
- Sign an Agreement

BEFORE they commence volunteer work.

Induction for Volunteers offered twice each year, in Term 1 and Term 3. Volunteers must complete induction training prior to undertaking a formal volunteer role.

The Principal's decision is final in determining whether opportunities for volunteers exist.

COST OF DCSI CHILD RELATED EMPLOYMENT SCREENING

For Parent/Caregiver Volunteers is offered at a reduced cost of - \$18.00

For other people requiring screening, the school will advise the volunteer the best way to manage that process